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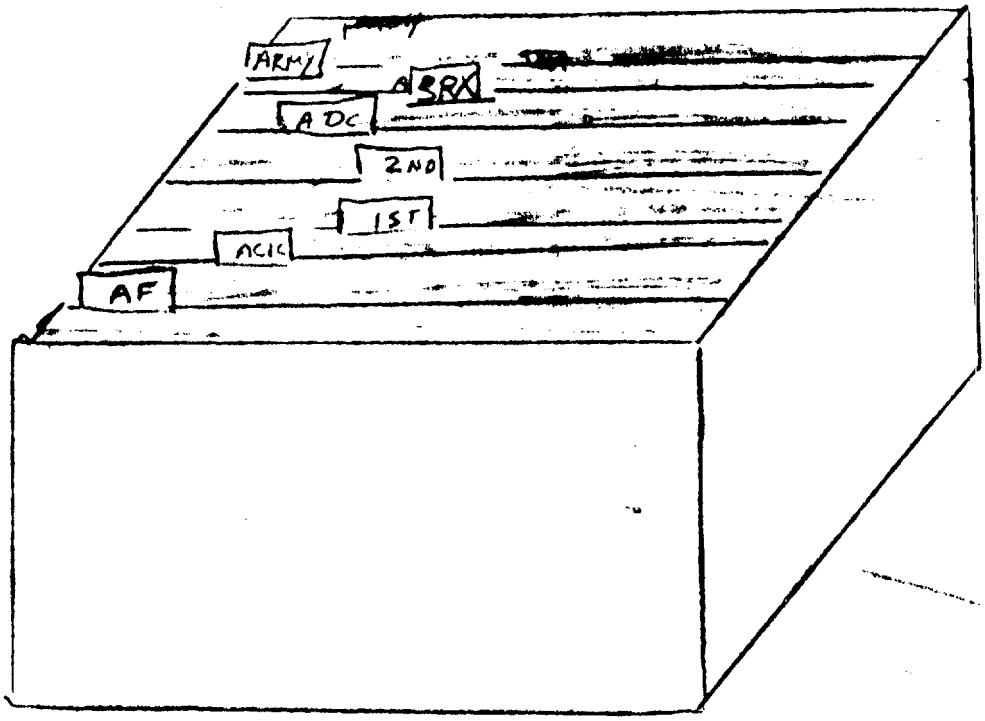
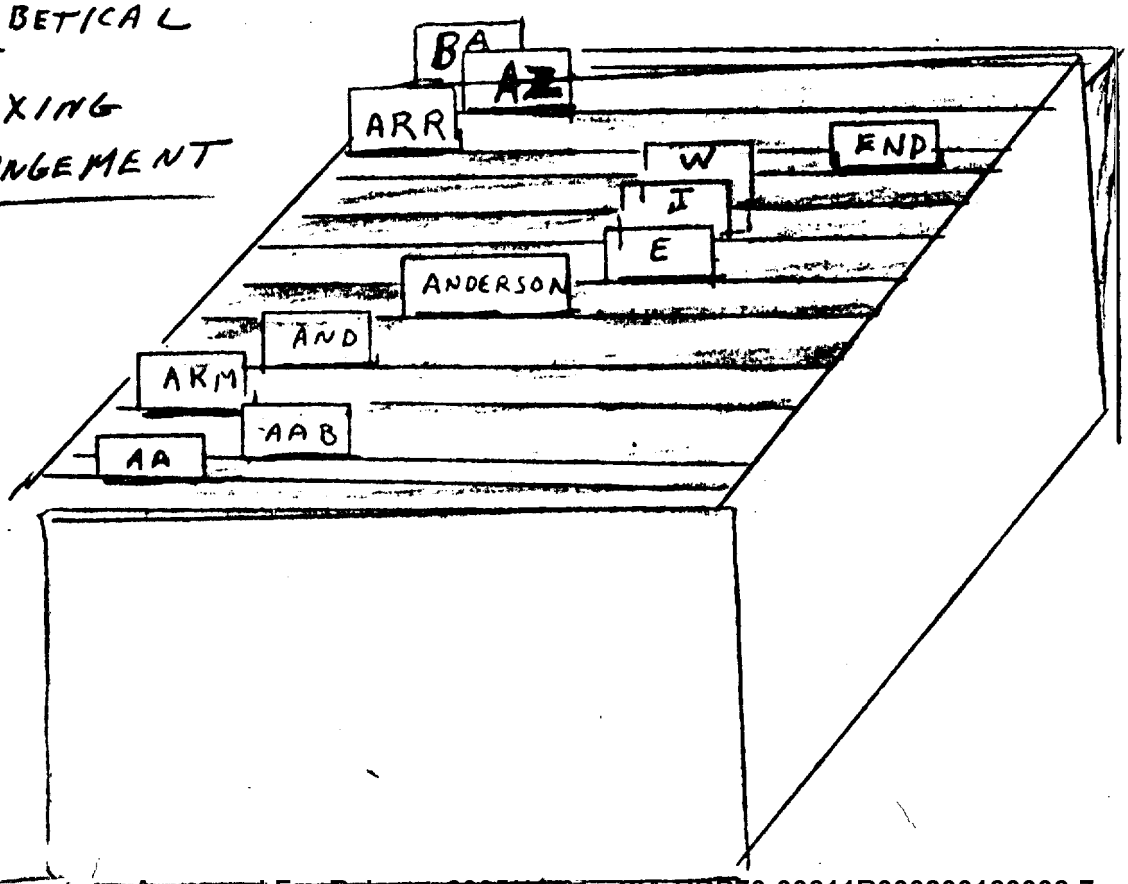
ORGANIZATION FILE
INDEXING ARRANGEMENT



ALPHABETICAL
FILE
INDEXING
ARRANGEMENT



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ANALYSIS OF INDEX GROUPINGS

Special Clearance Center

File Groups	Group Size (Inches)	Cards in Group (Est. 100 per In.)	Guide Cards Recommended (1 per 30-50)	Six Major Groups	% of Total
A	10	1,000	30		
B	31	3,100	100	B*	9.56
C	23-1/2	2,350	75	C*	7.25
D	16	1,600	50		
E	7	700	20		
F	11-1/2	1,150	35		
G	16	1,600	50		
H	26	2,600	85	H*	8.02
I	1	100	5		
J	8	800	25		
K	13-1/2	1,350	40		
L	14	1,400	45		
M	9	900	25		
Mc	7	700	20	M*	9.41
Me	14-1/2	1,450	50		
N	6-1/2	650	20		
O	4-1/2	450	10		
P	16	1,600	50		
Q	1/2	50	2		
R	15-1/2	1,550	50		
S	34	3,400	110	S*	10.49
T	10	1,000	30		
U	1-1/2	150	5		
V	3-1/2	350	10		
W	21	2,100	65	W*	6.48
X	0	0	1		
Y	1-1/2	150	5		
Z	1-1/2	150	5		
GRAND Totals	324	32,400	1,008		100
[redacted] * Totals	166	16,600	520		51.23

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